No. Eval-II./04/05/Registration Schedule 2020   Dated 31.12.2019

CIRCULAR

This is to bring to the notice of all concerned that registration for the Winter Semester 2020 will take place in terms of Circular dated 30 December 2019 (attached herewith as Annexure-I)

Further, to facilitate the students in the process of registration, a system flowchart detailing step-wise process (attached herewith as Annexure-II) and DOs and DONTs (attached herewith as Annexure-III) have been attached herewith for ready reference and to make the process free from all hindrance.

A help desk has also been set-up by CIS at Hall No. 7, SBT Building to resolve any issues related to registration process during registration period including online payment which shall be made on **http://jnucashless.fdsbase.com**.

This issues with approval of the Competent Authority.

(M.K. Manuj)
Assistant Registrar
Evaluation Branch

Copy to:-
1. All Deans of Schools of Studies
2. All Chairpersons of Special Centre
3. Chief Proctor
4. A.R. (IHA)
5. A.R. (S&P)
6. PS to VC/Rectors/Registrar/FO
7. Director, CIS

JAWAHARLAL NEHRU UNIVERSITY

Circular

30 December 2019

This is for the information of all the students, faculty and non-teaching staff of the university that the student registration for the Winter Semester 2020 will take place, as per the academic calendar, from 1st January 2020 to 5th January 2020 (including Saturday and Sunday).

Students who have completed their academic requirements of the Monsoon Semester 2019 and have obtained their clearances from different sections inclduing Chief Proctor's office and IHA, will go through the normal registration process.
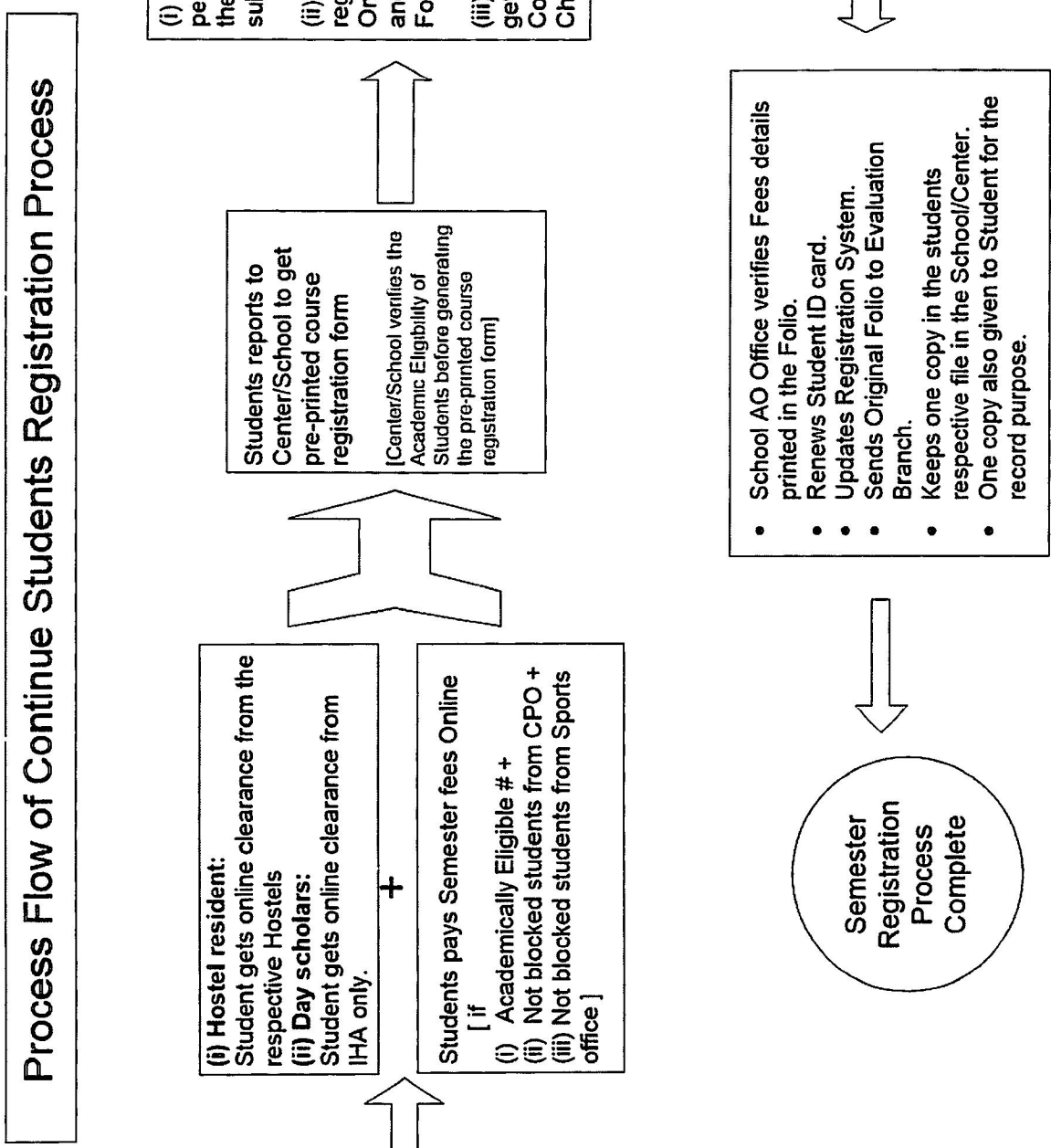
Students, who have not completed their academic requirements of the Monsoon Semester 2019, but, however, have obtained their clearances from different sections including Chief Proctor's office and IHA, will be allowed to provisionally register during the registration period and their registration will remain valid only if they complete all of their academic requirements of the Monsoon Semester 2019 by 20th January 2020.

Students, who may find it difficult to get timely signature from programme advisors/supervisors/chairpersons, should approach their respective Dean of the School/Chairperson of the Special Centre to validate their academic clearances.

It is underlined that Winter Semester 2020 for all students, including the provisonally registered students, will begin on time as per the academic calendar.

Registrar

Annexure-II

Process Flow of Continue Students Registration Process

START

Indian Students

Foreign National Students get Online clearance from the Admission II Branch

Engineering and Management students: get Online clearance from their respective Schools (ABV SME and SoE)

New 9(B) Students: get Online clearance from Eval. Branch

(i) Hostel resident: Student gets online clearance from the respective Hostels
(ii) Day scholars: Student gets online clearance from IHA only.

+

Students pays Semester fees Online
[if
(i) Academically Eligible # +
(ii) Not blocked students from CPO +
(iii) Not blocked students from Sports office]

Students reports to Center/School to get pre-printed course registration form

[Center/School verifies the Academic Eligibility of Students before generating the pre-printed course registration form]

(i) Students fills the form as per the courses available in the Center / School office and submits the forms

(ii) Center/School office will register the courses in the Online Registration System and generate the Semester Folio.

(iii) Students Signs Folio and gets signature of Supervisor / Course Coordinator and the Chairperson/Dean

- School AO Office verifies Fees details printed in the Folio.
- Renews Student ID card.
- Updates Registration System.
- Sends Original Folio to Evaluation Branch.
- Keeps one copy in the students respective file in the School/Center.
- One copy also given to Student for the record purpose.

Semester Registration Process Complete

 # Academic Eligibility Criteria:

(i) Minimum required academic grades.
(ii) Semester Overshoots.
(iii) Thesis title not approved within stipulated period.
(iv) If provisionally eligible/Fully eligible

(Ineligible students are blocked **by the Evaluation branch online**)

Note: All details of Students registration is available online real time basis for IHA, Security, CIS, Evaluation, Admission Branch

JAWAHARLAL NEHRU UNIVERSITY

Student Winter Semester 2020 Registration

Do's:

- Clear your hostel dues as per the instructions of the IHA / Hostels first and then carry the payment receipt with you.
- MBA and Engineering Students Contact to the respective School Office before making online payment of their fees.
- Pay your semester registration fee through the online payment portal (https://jnucashless.fdsbase.com) as mentioned in the circular issued by evaluation branch. Logon under students link with your internet/wifi login id and password already provided by CIS. In case your internet/ wifi login id is not working, please contact CIS in room no 3, SBT building
- After successful login, please check your details while paying online fee. In case of any discrepancy in course and other details displayed in the payment portal, please contact Hall No 2, SBT building for further assistance.
- Foreign National Students must carry copy of their first semester's registered folio while getting clearance from the Admission-II Branch alongwith the requested clearance documents like passport, valid visa etc. as per the foreign students registration process.
- Students are advised to complete the process on the same day after paying online fees including course registration and obtaining the signature from the concerned faculty in-charge/ Supervisors & AO/Dean/Chairperson to complete the registration successfully.
- 9(B) students should bring their office order issued from Schools/Centers for re-registration to get the clearance from Evaluation Branch.

Don'ts:

- Make sure your debit/credit cards are functional. It has experienced that some of banks block the online transactions due to noncompliance of KYC etc. In this case students have to contact with their respective banks.
- Don't share your internet/wifi login id and password to anyone.
- If your payment amount is deducted but failure message is shown on your screen, then don't try for another payment. Please check the payment status by clicking on **Check Status** Button in the History & Receipts tab after minimum 2 hours. If the status is successful, then don't make the payment again. In case the status is failed then contact Room No7, SBT building for further assistance.